

Administrative Matters

DISASTER MANUAL UPDATE LOG

This manual was initially filled out by

Name: _____

Title: _____

Date: _____

The manual should be regularly reviewed and updated. Changes in staff, responsibility, phone numbers, floor plans, etc. should ideally be made as they occur. Inspection logs should have regular entries. We recommend that several staff members share responsibility for maintaining the manual.

This manual will next be reviewed and updated by

Name: _____

Title: _____

Date: _____

NOTE: To be filled out only once, when you develop the manual for the first time.